

# Red Mountain Center Birthday Party Packages

Each package includes 1 hour room rental for celebration, 1 or 2 hours of activity, room decorations (balloons, table covers) & a gift bag for up to 12 participants.  
\*An additional fee of \$11 Resident / \$14 Non-Resident per participant for parties over 12 participants will apply. All participants must have a signed waiver on file.



## Rock Wall Party (4 yrs & up)

*\$160 Resident / \$192 Non-Resident*

- 1 hour on the rock climbing wall with 2 belay certified staff
- Wall availability: Monday-Thursday 8-9pm & Saturday 10am-12pm
- Room Availability: 1 hour before or after rock climbing



## Sports Stars Party (5-13 yrs)

*\$160 Resident / \$192 Non-Resident*

- 1 hour of organized games and activities with an instructor
- Available: Saturday 10am-12pm
- Room Availability: 1 hour before or after sports activities



## Deluxe Party (4-13 yrs)

*\$234 Resident / \$280 Non-Resident*

- 1 hour on the rock climbing wall with 2 belay certified staff
- 1 hour of organized games and activities with an instructor
- Available: Saturday 10am-12pm
- Room Availability: 1 hour before or after scheduled activities



## RMC Birthday Party Package Request

(This document serves as an application and does not constitute or guarantee a permit for use)

Name of Parent: \_\_\_\_\_ Name of Birthday Child & Age: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Party Package Selection (please choose one): Rock Wall \_\_\_\_\_ Sports Stars \_\_\_\_\_ Deluxe \_\_\_\_\_

Date Requested: \_\_\_\_\_ Participant Attendance: \_\_\_\_\_

Desired Activity Time (1 hour): \_\_\_\_\_ Desired Room Time (1 hour): \_\_\_\_\_

Room Set-Up/Notes/Sport Preferences (if applicable): \_\_\_\_\_

# Red Mountain Center (RMC)

## Facility Rental Guidelines

1. Permittee must be 18 years of age or older to sign RMC facility rental agreement
2. Room must be cleared of all material. Clean up responsibilities includes removing all items brought in for the event, clearing debris from tables and floors (i.e. all linens, paper products, spilled food and trash). Trash containers will be provided. Failure to clear the room as outlined will incur additional fees.
3. Fastening of decorations and use of tape and other fasteners must pass approval of rental staff. **Use of confetti is prohibited.**
4. Due to facility guidelines, **emergency lighting must remain on at all times.**
5. The kitchen area is not available for rent. **Use of the kitchen is not allowed.**
6. Permittee is ultimately responsible for the actions of guests and hired services (i.e. caterer and DJ). Any damages will incur additional fees.
7. Permittee listed on permit must be on site the entire time facility is being used.
8. There will be no extra time included in the rental for clean-up. Guests should be cleared from the room and clean-up completed by the end time stated on the facility request form. Failure to meet agreed upon end time could incur additional fees.
9. Coolers must be placed on a table for all rentals in the Mesquite Room and the Gymnasium.
10. No excessive noise or disturbances.
11. It is the responsibility of the Permittee to ensure that rental party and event spectators utilize the facility in a safe, appropriate manner. All City of Mesa Ordinances and Facility Use Guidelines must be followed.
12. Rental attendance shall not exceed room capacity limits.
13. **Alcohol is prohibited.** Alcohol is not allowed inside the entire facility complex, including parking lot and surrounding facility areas.
14. Smoking is allowed in designated outdoor smoking areas only.
15. City Staff reserves the right to remove any person or persons considered by staff to be disorderly.
16. City Staff has the final say on all matters pertaining to rentals.
17. Any organization or representative/permittee that is determined to have violated facility use policies or City of Mesa regulations will jeopardize the organization's eligibility for future use. If rental is stopped for any reason, or police called out due to violations, all fees may be forfeited.
18. All events in the Mesquite Room must have security guards. Permittee will be required to provide security by uniformed guards from a licensed agency prior, during and after the conclusion of the scheduled event. City Staff has discretion on this guideline.
19. No monies shall be collected on City of Mesa property without prior approval from the Parks and Recreation Department. Any requests to sell souvenir items or to set up sponsor's promotional displays must be in writing to the Facility Manager no less than 30 days prior to the event. If sales are approved, they are to be restricted to event area only, no roving sales. The City reserves the right to request a financial statement outlining the total profits from the event including revenues from sponsorships and entry fees. The City also reserves the right to require all sponsors to secure the appropriate licenses prior to the event.
20. An overtime fee is applied to rentals when the center is closed after normal operational hours. General operating hours (M-F 5:30a-9:00p and Sat 8:00a-1:00p). Facility will close on selected City holiday periods.
21. Rental fee and down payment must be made in the form of cash, debit/credit card, money order or cashier's check. **No personal checks** are accepted in any aspect of the rental process.
22. **ALL FEES MUST BE PAID 10 DAYS PRIOR TO EVENT. IF EVENT IS BOOKED WITHIN 10 DAYS, MUST BE PAID IN FULL AT TIME OF RESERVATION.**
23. Down payment will be 50% of the total reservation fee.

**In the case of a cancellation, down payments will be refunded according to the following schedule:**

60 days or more notice prior to the event	100% of the down payment refunded
30 to 59 days prior to event	50% of the down payment refunded
29 days prior to the event	0% of the down payment refunded.

Permittee agrees to comply with all additional federal, state, and municipal laws, rules, ordinances, regulations and orders with respect to the use and occupancy thereof. Permittee, during the term of this permit, covenants and agrees to indemnify and hold harmless owner from each and every loss, cost, damage and expense arising out of an accident or other occurrence causing injury to or death of persons or damage to property due to the conditions of the lease premises or the use of neglect thereof by permittee. Permittee further agrees to provide, pay for and maintain public liability insurance with both owner and permittee names as the insured. Permittee agrees that it will pay for any unusual wear, tear, breakage or damage to facility occurring from the public or principals representing the permittee. Subsequent to use of the facility, maintenance staff will inspect the premises to determine that no unusual wear, tear, breakage or damage was done. Should an inspection reveal damages, permittee shall reimburse the lessor for full costs necessary to restore facility to its condition prior to its use by permittee. The City reserves the right to refund payments made in advance for rental of any facilities, should the City decide the performance is not in its best interests, and cancel the use of the facility on the date or dates specified in the permit. **I have read, understood and will comply with the above Facility Rental Guidelines.**

**Permittee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**RMC:** \_\_\_\_\_ **Date:** \_\_\_\_\_

City of Mesa Parks, Recreation and Commercial Facilities - Red Mountain Center  
7550 East Adobe Road, Mesa, AZ 85207-4702 \* 480.644.4815 \* 480.644.4571 (fax)  
\*redmountaincenter.com

Revised 07/01/2014